

2011 NOLA SUMMER EXPERIENCE:

Engaged. Empowered. Prepared.

Checklist

Name: _____

- ☐ Activity Card
- ☐ Application
- ☐ Intent to Employ
- ☐ Community Development Block Grant Questionnaire
- ☐ Proof of Income
- ☐ Proof of Address
- ☐ Birth Certificate
- ☐ Social Security Card
- ☐ Current Photo ID (School or Government Issued)
- ☐ Proof of Selective Service (Males Ages 18 – 21)
- ☐ Current Report Card (In School Youth Only)
- ☐ Diploma/Withdraw Slip/Drop Notice (Out of School Youth Only)
- ☐ Proof of Legal Guardianship
- ☐ Payroll Data Sheet
- ☐ W-4 (Fill out on site)
- ☐ L – 4 (Fill out on site)
- ☐ I-9 (Fill out on site)

Staff: _____ Date: _____

2011 NOLA SUMMER EXPERIENCE:

Engaged. Empowered. Prepared.

Checklist

Name: _____

- ☐ **Medical History Questionnaire**
- ☐ **Emergency Contact /Information**
- ☐ **Complaint Policy**
- ☐ **Grievance Policy**
- ☐ **Release of Information Forms**
- ☐ **Criminal History/Background Check Information**

Staff: _____ Date: _____